

***NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 04-2003
TO NWSI 1-101
JULY 16, 2003***

***Administrative and Management
Policy Formulation, NWSPD 1-1
Directive System - Structure and Management, NWSI 1-101
REGIONAL SUPPLEMENTS***

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Signed by July 3, 2003
Dennis H. McCarthy Date
Director, Central Region

Supplement Development and Revision Procedures

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1. Introduction. Central Region (CR) supplements adapt procedural directives to address regional requirements. This supplement addresses the regional process for developing, revising and rescinding supplements. Information contained in supplements remains in effect until superseded or rescinded.

2. Authority.

2.1 Directors’ Office. The Regional Director is authorized to issue supplements. This authority may be delegated to the Deputy Regional Director in the absence of the Director. The Deputy Regional Director has the overall responsibility for the supplement process.

2.2 Division Chiefs. Division Chiefs are responsible for the content of supplements affecting their division’s operational areas. Division Chiefs will be the authority in determining the requirement for CR supplements and may delegate supplement development and update responsibility to regional program managers.

2.3 Regional Program Managers. Regional Program Managers, hereinafter referred to as the Office of Primary Responsibility (OPR), are responsible for developing and updating

supplements in their area of responsibility. OPRs will use Appendix A to develop, update or rescind supplements.

2.4 Field Office. The MIC/HIC notifies the office staff of the implementation of new or revised supplements and ensures compliance to supplement requirements. All field office staff are encouraged to actively participate in the supplement process by providing comments directly to the OPR as well as the appropriate Division Chief.

3. Supplement Development, Revision, and Recision. All supplements will be developed, coordinated and finalized in accordance with the instructions provided in Appendix A. Exhibit 1 in Appendix A depicts steps in process.

3.1 Numbering, Posting and Retention Responsibility. Once a supplement has completed the development and review process, it is assigned a number by the Regional Director's designated Administrative Support Assistant (ASA) and signed by the Regional Director (RD). The ASA enters the effective date on the banner page and converts the file to .pdf format, forwarding it to CFO3. A signed hard copy of each supplement will be maintained at the regional headquarters and will remain on file five years after its cancellation date.

3.2 Revisions. CR supplements will undergo an annual review process based on the effective date of the supplement. Unscheduled or emergency updates to a supplement may be processed any time but must follow the process as outlined in Appendix A.

3.3 Recisions. Supplements that are determined to be outdated and no longer required will be rescinded. The OPR should follow the procedures as outlined in Appendix B for the Recision process.

Appendix A - CRH Procedures to Develop, Coordinate and Update Supplements

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1. Requirement Assessment. Topics that continually generate questions, confusion or complaints are candidates for a supplement. Coordinating with the Division Chief, the OPR will;
 - a. Determine the need for a supplement issuance or update.
 - b. Solicit and review input from NWS field offices, other divisions, other regions, National Weather Service Headquarters (NWSH), and National Centers, as appropriate.

2. Composition and Internal Review. Based on coordinated input, the OPR will;
 - a. Compose a draft supplement using the NOAA standard word-processing software program and the regional supplement template which includes the banner page. It is the responsibility of the composer to follow the established NWS format for punctuation, indentation and grammar as outlined in the procedural directive. A Table of Contents will be included when the supplement and/or an appendix contain more than one section, and it should be automatically generated using the internal feature of WordPerfect. Appendices should be created in a separate WordPerfect file using the regional Supplement Appendix template. (*Note:* All regional templates and user resources may be downloaded from the Central Region Intranet web page located in the Regional Director's Office section under the CR Supplement Resources link.)
 - b. Route the draft supplement via electronic mail (email) to division chiefs and to appropriate CRH staff personnel affected by supplement for review and

comments. CRH personnel will be allowed at least five working days to review the document. This review period may be longer as determined by the OPR.

- c. Review comments and incorporate them appropriately into the draft supplement.
- d. Provide a draft supplement to Director's Office designated ASA for checking of format, Table of Contents and overall appearance.

3. External Review. The draft supplement is now ready for the external review process. The OPR will;

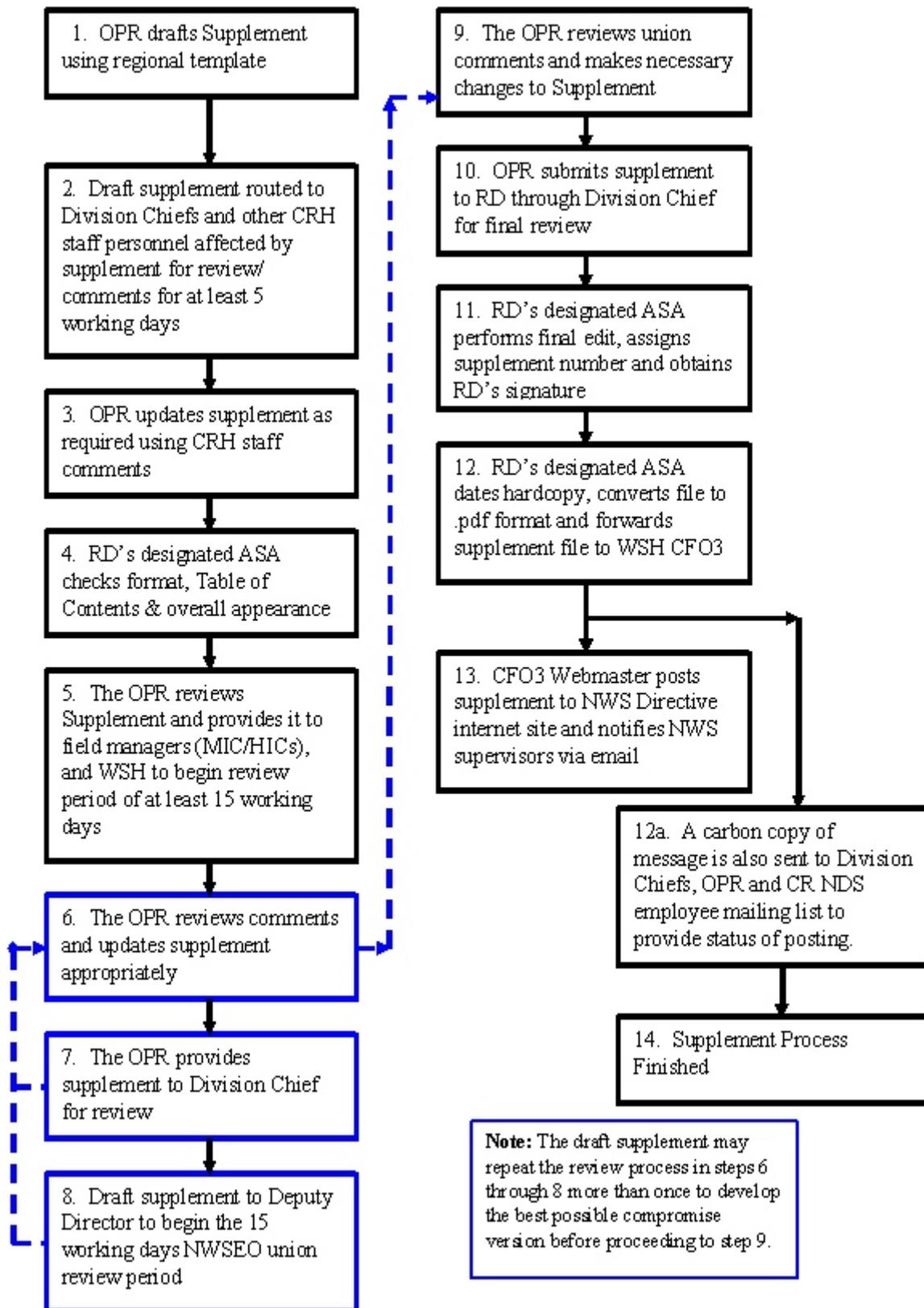
- a. Attach the draft supplement file to an email message, sending it to field office MICs/HICs, appropriate station management team members and appropriate NWSH Program Managers for a review period of least 15 working days. If no comments are received after the review period, approval is assumed.
- b. Review comments and incorporate them appropriately into the draft supplement. The steps in 3a and 3b may repeat more than once to develop the best possible compromise version.
- c. Provide the revised draft supplement to appropriate division chief for review.
- d. Upon receiving direction from the division chief present the draft supplement to the Deputy Director who will forward file to NWSEO regional chair to begin the 15 working days' union review process. If no comments are received after the review period, union approval is assumed.
- e. Review and incorporate union comments appropriately. The review process in steps 3c through 3e may repeat until the best possible compromise version is drafted. If matters of conflict dealing with national policy and procedures remain unresolved, the national headquarters office responsible for managing the functional area addressed by the supplement will have final decision authority.

4. Finalization. The draft supplement is now ready for final processing. The Director's Office designated ASA will;

- a. Receive the final draft supplement from the OPR.
- b. Perform final editing, assign the supplement number and obtain Director's signature on hard copy.
- c. Coordinate with the OPR on the desired effective date. Normally an effective date of 14 calendar days from the date the official hard copy was signed is placed in the effective date field on the banner page of the electronic soft copy.
- d. Convert the supplement WordPerfect file into a .pdf file.

- e. Check the .pdf format using Adobe Acrobat, checking for bookmarks and active links. **NOTE:** Sensitive information, such as home phone numbers or homeland security procedures must be reviewed to determine its appropriateness before sending the supplement to CFO3 for posting.
 - f. Send an email message with an attached supplement .pdf file for posting on National Directives website with status notification carbon copy (cc:) to division chiefs, OPR and CR NDS employee mailing list.
5. Retention. The signed hard copy of each supplement will be filed at the regional headquarters and will remain on file five years after its cancellation date. The RD's designated ASA will file the supplement in the file repository located in the administrative area adjacent to Director's Office area.
6. Annual Review. Supplements will be reviewed annually based on their most recently revised anniversary date. The RD's designated ASA will notify the supplement's OPR 90 days prior to this date.

Exhibit 1 - Central Region Headquarters' Supplement Process



Appendices

Appendix B - CRH Recision Procedures for Supplements

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1. Requirement Assessment. This step normally will occur during the supplement's annual review period. However, assessment on the need to continue a supplement may occur anytime due to the changes in policy directives. Coordinating with the Division Chief, the OPR will;
 - a. Determine the need for recision of a supplement.
 - b. Solicit input from NWS field offices, other divisions, other regions, National Weather Service Headquarters (NWSH), and National Centers, as appropriate.

2. Recision Composition . With the approval of the division chief, the OPR will;
 - a. Compose a draft recision memorandum using the Central Region Supplement Recision Memorandum template (refer to Exhibit 1 and 2). (*Note:* Regional templates and user resources may be downloaded from the Central Region Intranet web page located in the Regional Director's Office section under the CR Supplement Resources link.)
 - b. Route the draft recision memorandum to the division chief for review and approval.
 - c. Upon receiving the approval from division chief, provide the memorandum electronically to the RD's designated ASA for final formatting checks.

3. Finalization. The draft supplement cancellation memorandum is ready for final processing. The Director's office designated ASA will;

- a. Receive the final draft supplement cancellation memorandum file from the OPR.
 - b. Perform final editing, checking for overall appearance and content.
 - c. Obtain Director's signature on hard copy.
 - d. Send an email message with an attached supplement cancellation file to CFO3 with notification carbon copy (cc:) to appropriate division chief and OPR.
4. Retention and Disposition. The signed hard copy of each cancellation memorandum will be filed at the regional headquarters and will remain on file five years after its cancellation date. The RD's designated ASA will;
- a. File the cancellation memorandum in the file repository located in the administrative area adjacent to Director's Office area.
 - b. Annually disposal of those supplements that have exceeded the five-year retention criteria.

Exhibit 1 - Central Region Headquarters' Supplement Recision Memorandum Template

[Date of Memo] [Author's Routing Code]

MEMORANDUM FOR: Central Region Offices

FROM: Dennis H. McCarthy
Director

SUBJECT: Cancellation of Central Region [Canceled doc (ROML or Supplement)], Issuance [Number (i.e., ROML C-12-01)], dated [Issuance date of Document being canceled] filed with [Filed with NDS or WSOM Chapter Number]

Weather Service [Canceled doc (ROML or Supplement)], [Number (i.e., ROML C-12-01)] , titled "[Title of Canceled Document]," [Issuance date of Document being canceled] is cancelled and will be removed from active files effective upon receipt of this cancellation notice.

Exhibit 2 - Central Region Headquarters' Supplement Recision Memorandum Example

February 3, 2003 W/CR42x3

MEMORANDUM FOR: Central Region Offices

FROM: Dennis H. McCarthy
Director

SUBJECT: Cancellation of Central Region ROML, Issuance C-12-99, dated
March 1, 1999 filed with WSOM Chapter H-50

Weather Service Regional Operations Manual Letter, C-12-99, titled "Information Technology Management," dated March 1, 1999 is cancelled and will be removed from active files effective upon receipt of this cancellation notice.